



# Job Opportunity

## State Controller's Office

**Position:** Microfilm Technician I

Statewide

**Location:** Administration and Disbursements Division  
3301 C Street, Suite 720, Sacramento, CA 95816

**Issue Date:** 07/27/00

**Final Filing Date:** Until Filled

**Contact/Telephone:**

Nancy Giles, (916) 445-4604

**Who May Apply:** Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list

**California Relay Service: 1-800-735-2929**

**Position Number(s):** 051-140-1480-xxx

*Please call (916)323-3055 to request reasonable accommodations*

### Scope of the Position:

With the general supervision provided by an Office Services Supervisor III, the incumbent will film State Controller's warrants, edit microfilm, and retrieve warrant photocopies. Duties include, but are not limited to, the following:

### Duties and Responsibilities:

*Candidates must perform the following essential functions with or without reasonable accommodations*

- Film State Controller's paid warrants using a Kodak Imagelink Microimager 70.
- Inspect processed film over a light station, and view on a Kodak Image Data WorkStation 2000 to insure integrity of film.
- Retrieve photocopies of warrants on a Kodak Image Data WorkStation 2000 accompanied by a Kodak Printer 500 and mail to the requestor.
- Perform daily maintenance and cleaning of equipment.
- Retrieve and re-file film cartridges. Place incoming boxes of paid warrants in numeric order for storage disposition.
- Prepare documents and film for storage at the State Records Center. Retrieve data from the State Records Center.
- Verify paid locations on inquiries using PC-based software. Locate cancelled and paid warrant information on microfiche.
- Answer incoming calls, research the information, and either return the call or forward the information to the appropriate staff member.

*Applications will be screened and only the most qualified will be interviewed*



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.



**How to Apply:**

Please submit a STD. 678 State Application and Résumé to:

**State Controller's Office**

Administration and Disbursements Division

3301 C Street, Suite 720

Sacramento, CA 95816

Attn: Nancy Giles